

**Flexible Spending Accounts** - Employees may contribute up to \$200 per month tax-free to a Health-Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

**Savings Plan (401K)** - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

**Deferred Compensation Plan (457)** - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

**Holidays** - Eleven paid days per year.



## SELECTION PROCESS

Qualified candidates are invited to submit a statement of interest along with a resume detailing the required experience.

### Resume packets should include the following:

Names of schools, colleges or universities attended, dates attended, degrees earned and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and salary information.

Information must show that the candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

The names of the most highly qualified candidates will be submitted to the Assistant Executive Officer for final selection.

**NOTE: A background investigation will be completed on the candidate selected for this position.**

### HOW TO APPLY

**Send resumes (email preferred) to Barbara Aldana. Resumes will be considered as they are received. The recruitment will remain open until the position is filled.**

Executive Office of the Board of Supervisors  
HUMAN RESOURCES DIVISION  
Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 374  
Los Angeles, CA 90012  
Email: [BOS-ExecutiveRecruitment@bos.lacounty.gov](mailto:BOS-ExecutiveRecruitment@bos.lacounty.gov)

***An Equal Opportunity/ADA Employer***

Additional information about Los Angeles County can be found at [www.lacounty.gov](http://www.lacounty.gov)



## RECRUITMENT FOR ADMINISTRATIVE DEPUTY II

**Filing Period: April 17, 2015 – April 30, 2015**

**Annual Salary: \$113,541 - \$171,853  
(MAPP R13)**

**RESTRICTED TO EMPLOYEES OF THE  
EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS**

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2014-15, the County has an annual budget in excess of \$26 billion and funding for over 100,000 positions to serve its diverse population.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors (Board), including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. In addition the Executive Office supports and staffs various County commissions, committees, and task forces. The Department has a budget of \$129 million and includes funding for approximately 400 budgeted positions.

THE POSITION

This position reports to the Executive Officer or Assistant Executive Officer of the Board of Supervisors and is responsible for assisting and managing the administrative functions of the Department, including the budget, fiscal, human resources, and other administrative units. This position directs a number of subordinate managers performing the above functions. The incumbent must have advanced knowledge of organizational planning and management, human resources management, and the principles of budget and finance administration.

KEY RESPONSIBILITIES

Assists in maintaining effective public relations with the Offices of the Board of Supervisors , other County and non-County departments, jurisdictions and agencies, commissions, and the public.

Formulates, implements, and enforces administrative policies for the Department, subject to review by the Executive Officer or Assistant Executive Officer of the Board of Supervisors.

Directs various management functions for the Department including budget and finance, human resources, and other administrative activities.

Directs the development and implementation of all personnel policies and standards in order to improve operational efficiency, and ensure compliance within the framework and guidelines of the Civil Services Rules and federal and State employment laws.

Directs the preparation of the Department's annual budget and participates in budget negotiations and presentations with representatives of the Chief Executive Office.

Initiates and directs administrative and cost studies of departmental operations and procedures, directs the preparation of reports, and recommends and implements new revised policies and procedures in order to effect maximum operational efficiency, improve services, reduce administrative costs and ensure compliance with countywide and departmental fiscal guidelines.

Controls office budget expenditures and recommends to the Executive Officer or Assistant Executive Officer of the Board of Supervisors, the reallocation of budget appropriations and expenditures.

Develops, implements, and maintains long-range fiscal plans for the Department.

Participates in the development and implementation of goals and objectives; identifies priorities and resource needs; and selects, trains, assigns and evaluates the performance of personnel directing activities of the assigned services.

Oversees the collection and analysis of production and performance statistics for the Department.

Monitors and regularly reports to the Executive Officer or Assistant Executive Officer of Board of Supervisors, progress towards achievement of departmental goals.

Serve as the liaison with the Board Offices during transition periods and oversee activities required for the transition. Respond to Board Office inquiries timely.

Work with Board Offices and other County Departments to coordinate the placement of existing Board Office personnel prior to the Board Office transitions.

EXPERIENCE & EDUCATION

Graduation from an accredited college or university with a Bachelor's degree -and- Two years of highly responsible experience supervising administrative staff in areas such as finance and budget, or human resources, one year of which must have been at the level of the Los Angeles County class of Administrative Services Manager III or higher.

LICENSE: A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

Public relation skills as evidenced by having held positions that require establishing and maintaining cooperative relationships with various public officials, including representatives of the Board Offices, commissions, the media, agencies and private organizations.

A commitment to sensitivity and awareness of the principles involved in the delivery of quality administrative services to a highly visible department.

Experience making presentations to the Board Offices and executive level management related to budget and fiscal operations, human resources programs, or other administrative functions.

Knowledge of the County's rules, regulations and principles governing budget and fiscal operations, human resources programs or other administrative services.

Experience participating in teams responsible for developing and implementing strategic planning goals and objectives having a department-wide impact.

COMPENSATION

The annualized salary range for this position is \$113,541 to \$171,853.

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 13. As such, specific salary placement will be based upon an evaluation of a candidate's qualifications, salary history, career accomplishments, and overall ability to provide exemplary leadership to the County.

**BENEFITS:** Los Angeles County provides an excellent benefits package that allows employees to choose benefits that meet their specific. The Package includes:.

**Retirement Plan** - The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pension will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 - that is, someone first employed by the County on or after December 1, 2012 - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. A new County employee hired after June 30, 2014, will be eligible to participate in the Los Angeles County Retiree Healthcare Benefits Program - Tier 2. Details on the Tier 2 program will be provided upon request.

**Cafeteria Benefit Plan** - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

**Non-Elective Days** - Ten paid days per year with the option to buy an additional one to 20 elective annual leave days